ADVANCED REGISTERED NURSE PRACTITIONER (ARNP)
HEALTH AND COUNSELING CENTER
9 MONTHS, 20 HOURS PER WEEK, SCHEDULE DETERMINED BY SUPERVISOR
HIRING RANGE: $32.13 TO $34.02 PER HOUR

Application review date is Tuesday, September 18, 2012. Position remains open until filled.

FUNCTION:
Reporting to the Director of Health Services, provides primary health care to Whitworth students, according to Standards of Nursing Conduct or Practice and the Nursing Practice Act of Washington State, applicable federal, state, and local regulations, university policies, and within the ARNP’s scope of practice and certification.

RESPONSIBILITIES AND RELATED DUTIES:
1. Assume primary responsibility and accountability for the care of students on campus, to include wellness care, acute health conditions and stable chronic health conditions
   a. Examine patients and establish diagnoses through patient history, physical examination, and other methods of assessment
   b. Determine appropriate diagnostic testing and interpret results
   c. Establish and implement an evidence-based plan of care containing interventions and treatments to attain expected outcomes
   d. Prescribe medications for appropriate treatment
   e. Prescribe therapies and medical equipment for appropriate treatment
   f. Perform procedures for appropriate treatment
2. Collaborate with other healthcare professionals, including Counseling Services, for the care of the patient when indicated
3. Delegate appropriate nursing functions to registered nurses or other licensed or unlicensed personnel commensurate with their education and experience
4. Refer patients to external healthcare providers as indicated
   a. Refer emergency patient care needs and unstable chronic patient care needs to appropriate referral source
   b. Refer to other healthcare practitioners, services or facilities as indicated
5. Document findings
   a. Utilize electronic medical record to document patient findings and treatment plan in an accurate and timely manner
6. Maintain confidentiality and privacy of patients’ protected health information according to FERPA and HIPAA guidelines
7. Provide health and wellness education
   a. Promote health and wellness through education in the clinic setting, including health maintenance
b. Participate in educational programming on healthcare issues pertinent to college-aged students

8. Provide safe, effective, and fiscally responsible care for the patient, department, and the organization

9. Serve as a leader and role model to peers, staff, and others

10. Develop and implement a plan of continued professional growth and development
   a. Maintain nursing CEUs and seeks continuous learning opportunities
   b. Acquire and maintain current knowledge and skills in the area of college health
   c. Use current healthcare research to expand clinical knowledge and participate in evidence-based practice
   d. Complete yearly updates/trainings as required for certifications and licensure

11. Systematically evaluate the quality and effectiveness of nursing practice
   a. Participate in quality assurance processes
   b. Participate in collection of data to monitor quality and effectiveness of nursing care
   c. Work with department personnel to develop policies and procedures to improve quality of care
   d. Participate in audits of patient records

12. Demonstrate a commitment to a healthy and safe work environment
   a. Follow established federal, state, local, and department policies, procedures and programs relating to health and safety in the workplace
   b. Take steps to promptly correct hazardous conditions
   c. Participate in training and education in safety practices and procedures when required
   d. Maintain awareness of Whitworth University’s Emergency Response Plan

13. Provide quality customer service
   a. Create welcoming environment for internal and external customers
   b. Actively look for ways to help customers/patients
   c. Be aware and understanding of others’ reactions
   d. Utilize conflict resolution skills when needed and appropriate
   e. Work conscientiously and effectively with customers of diverse backgrounds

14. Utilize effective communication skills
   a. Convey information directly and effectively
   b. Demonstrate cooperative, non-defensive, interpersonal communication skills
   c. Employ active listening skills
   d. Provide information to supervisor, co-workers, and other internal and external customers via telephone, written form, email or in person in a respectful, accurate, and timely manner
   e. Represent the Health and Counseling Center and Whitworth University to outside agencies according to our mission statements

15. Perform office technical skills
   a. Operate office equipment effectively including: telephone/voicemail system, fax machine, copy machine
   b. Apply computer skills
   c. Email, word-processing, and the electronic medical record, necessary to the function of the Health and Counseling Center

16. Employ general professional skills including, but not limited to: critical thinking, prioritization, flexibility, time management, self-direction, organizational skills, professional demeanor and conduct, professional dress and appearance

17. Other duties as assigned
QUALIFICATIONS, SKILLS AND ABILITIES:

- Current ARNP license in the state of Washington with prescriptive privileges and DEA license
- Minimum of 3 years experience as an ARNP
- Current BLS (CPR) certification
- Strong outpatient primary care experience desired
- Mental health medication management and women’s healthcare management desired
- Experience with the health and psychosocial issues in the college-age population
- Function independently and without direct supervision
- Oversight of patient schedule to prioritize by acuity and accommodate urgent concerns
- Formulate clinical decisions to promote wellness and to manage acute and stable chronic conditions
- Complete complex patient care with speed and accuracy in a fast paced clinical environment
- Accommodate (infrequently) coverage for illness and vacation as needed
- An active commitment to equal opportunity for all and the ability and desire to establish positive relationships with persons regardless of race, gender, physical limitation, sexual orientation, or religious belief.
- A personal commitment to the Christian faith and to the integration of faith and learning
- A commitment to the educational mission of Whitworth University as a Christian liberal arts college affiliated with the Presbyterian Church (USA).
- The ability and desire to establish positive relationships with persons regardless of race, gender, physical limitation, sexual orientation, or religious belief
- Background check and post offer physical required

APPLICATION PROCESS:
The following documents are required to complete the online application form*:
1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references
4) A one-page document describing your personal commitment to the Christian faith

*Please feel free to provide feedback regarding this application process as we are transitioning to a new format. Email your comments and suggestions to jobs@whitworth.edu with a subject line Feedback.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.